

Administrative Services Manager
Location: Nashville, Tennessee
Minimum Salary: \$4,091 per month

Position Description:

This position will work as the Manager of a subsection of the Financial Responsibility Division of Driver Services and will oversee daily operations of Document Processing Unit and the mailroom. This includes monitoring the daily reporting of dispositions and convictions reported by court systems across the state, ensuring that the information is added to the driver record in a timely manner, monitoring DataCap, ensuring the mailroom is staffed to receive and send mail efficiently.

Job Responsibilities:

Oversee the daily operation of the Information Processing Unit. The Unit consists of the mailroom, the data entry unit, the record's legacy unit, and the dispositions and violations unit.

Interact with court clerks, legal staff, and other department staff on inquiries related to driver license issues within information processing and provide follow-up management advice.

Analyze and develop policies and procedures for the unit and make recommendations for improved operations and services within the unit.

Supervise staff and write individual performance plan to ensure through metrics objectives are established. Conduct performance evaluations to provide feedback on employee performance management.

Provide HR recommendations for posting positions, employment retention, promotion, demotion, and other actions required.

Qualifications:

Bachelor's Degree, or Associate Degree and/or equivalent supervisory experience in data management

Knowledge of personnel management, coaching, mentoring

Demonstration of excellence in organization and attention to detail

Experience in monitoring daily operations of work unit with more than 15 employees

Supervisory experience

Please send resume to: shanna.mooney@tn.gov

The State of Tennessee is an Equal Opportunity Employer.